



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 12/29/21	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-028-5157-802	
BUREAU/UNIT Basic Training		CLASS TITLE Staff Services Analyst (General)	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I (Supervisor) (SSM I), the incumbent is responsible for performing a variety of analytical and consultative services related to Basic Course Certification and presenter performance reviews. The incumbent provides technical and analytical expertise to internal Commission on Peace Officer Standards and Training (POST) and presenter staff. The incumbent summarizes data, explains, clarifies, and formulates regulations, procedures and documents for each program and evaluates and plans program operations.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
45%	Coordinates and schedules POST certification reviews and site visits; provides guidance and consultative services to staff in meeting POST training guidelines and regulation requirements; assists with preparing for on-site reviews; reviews documents and procedures and conducts interviews of staff and students.		
30%	Evaluates course administrative information and materials submitted to POST via Electronic Data Interchange system, including change(s) to the conditions of course certification or to the elements of the course, for compliance with regulatory requirements; monitors the performance of basic course presenters; gathers and analyzes performance criteria, and prepares reports and recommendations for compliance and improvement; researches and prepares documents for regulatory changes for submission to the Commission and Office of Administrative Law.		
15%	Coordinates meeting and facility arrangements, as well as produces and prepares materials for courses/workshops; assists with updating Student Workbooks, Basic Course Testing, and Field Training Programs.		
5%	Completes special assignments to assist the Bureau Chief, SSM I, and Law Enforcement Consultants; researches and prepares information for reports, including proposed recommendations.		
	NON-ESSENTIAL FUNCTIONS		
5%	Assists with the development, facilitation, set up, and breakdown of various POST workshops, meetings and conferences; other job-related duties within the scope of the classification.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

This position is located at POST headquarters in West Sacramento, Ca.

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Work schedule may require adjustments due to assisting with POST workshops, meetings, conferences and other travel.

Travel will be required (e.g., travel off-site to presenters of the basic courses, bureau conferences, meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light to medium arranging or adjusting of tables and chairs for workshops, and carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 12/29/21	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-028-5393-802	
BUREAU/UNIT Basic Training		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager I (Supervisor) (SSM I), the incumbent is responsible for performing a variety of analytical and consultative services related to Basic Course Certification and presenter performance reviews. The incumbent provides technical expertise to internal Commission on Peace Officer Standards and Training (POST) and presenter staff. The incumbent summarizes data, explains, clarifies, and formulates regulations, procedures and documents for each program and evaluates and plans program operations.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
45%	Coordinates and schedules certification reviews and site visits for the POST review team members; provides guidance and consultative services to staff in meeting POST training guidelines and regulation requirements; assists staff with preparing and analyzing results of the self-assessment reports, and prepares the final reports; participates in the on-site portion of the review by reviewing documents and procedures and conducting interviews of staff and students.		
30%	Evaluates course administrative information and course materials submitted to POST via Electronic Data Interchange system, including any change(s) to the conditions of course certification or to the elements of the course, for compliance with all regulatory requirements; monitors the performance of basic course presenters, gathers and analyzes performance criteria, and prepares reports and recommendations for compliance and improvement; researches and prepares documents for regulatory changes for submission to the Commission and Office of Administrative Law.		
15%	Coordinates meeting and facility arrangements, as well as produces all needed materials for courses/workshops; assists with updating Student Workbooks, Basic Course Testing, and Field Training Programs.		
5%	Completes special assignments to assist the Bureau Chief, SSM I, and Law Enforcement Consultants; researches and prepares information for reports, including proposed recommendations.		

5%	NON-ESSENTIAL FUNCTIONS Assists with the development, facilitation, set up, and breakdown of various POST workshops, meetings and conferences; other job-related duties within the scope of the classification.	
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB <i>(if applicable):</i>		
<u>WORK ENVIRONMENT</u> This position is located at POST headquarters in West Sacramento, Ca. Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Work schedule may require adjustments due to assisting with POST workshops, meetings, conferences and other travel. Travel will be required (e.g., travel off-site to presenters of the basic courses, bureau conferences, meetings or training and provide assistance to POST as necessary). <u>PHYSICAL ABILITIES</u> Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light to medium arranging or adjusting of tables and chairs for workshops, and carrying/lifting of office supplies such as paper, binders, manuals, etc. Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).		
To be reviewed and signed by the supervisor and employee:		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <ul style="list-style-type: none"> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i> • <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i> • <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i> • <i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE